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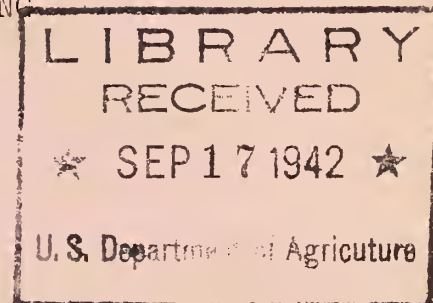
UNITED STATES DEPARTMENT OF AGRICULTURE  
U.S. Agricultural Marketing Service

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SUGGESTIONS FOR PREPARING COPY FOR MULTILITHING

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General



Multilithing is a photo-lithographic process of reproduction. This fact should always be kept in mind when preparing copy.

Under no circumstances should a typewritten copy be prepared for multilithing before the type is thoroughly cleaned and a new ribbon is put on the typewriter. A more satisfactory way is to clean the type, remove the ribbon from the typewriter, place a new sheet of carbon on top of the paper on which the material is to be typed, and proceed in the usual way of typing. An even, firm touch should be used - not too fast, as this might cause uneven alinement. A new carbon sheet should be used for each page. Any material that is prepared with pen and ink should be done with Higgins or similar jet black ink; ordinary writing ink will not answer the purpose.

Copy for multilithing must not have erasures. Corrections can sometimes be made on the copy by retyping on a separate piece of paper and pasting over the part that is not satisfactory, in which case the Photographic Laboratory should be consulted as to the best method of correction under the circumstances.

Regulations state that no printed matter may be copied by multilith process.

Paper used in making multilithed reports is of good quality, so the appearance of the finished job is likely to be good and the paper will stand up well under use and age.

The photographic negative and a multilith plate made from it are both prepared in the Photographic Laboratory. This plate is then sent to the Department Duplicating Section and the edition is printed from the plate. When the plate is returned it is filed in the originating Division, for possible future use. Plates should not be destroyed. If they are not to be used again, they should be sent to the Marketing Information Division.

### Preparation of Tables

As copy for multilithing must have no erasures, the tables should be approved in the Marketing Information Division before the final copy is made.

Planning for Reduction: Typewritten tables can be reduced satisfactorily by one-half. Preferably such copy should be reduced only by one-third.

The preferable shapes and sizes of sheets to use are as follows:

For one-half reduction the material should not exceed 14 by 19 inches in either direction and should be on paper 16 by 21 inches.

For one-third reduction the material should not exceed 8-5/8 by 12 inches in either direction and be on paper 10-11/16 by 14 inches.

If the typed table is larger than 14 by 19 inches, then the table should be set up to occupy two pages of this size. Or if the material is not sufficient to fill the second sheet more than one-half, then the better plan would be to arrange the material for one-third reduction, in which case the typed matter would be on a sheet of paper 10-11/16 by 14 inches. This is better, even if some consolidation or alteration is necessary, than reducing the figures to such small size as to cause eye-strain to those who use them.

If there are some large tables to be reduced, and there are some other tables adjacent to each other of somewhat less than a full page each, these should be put on one sheet 10-11/16 by 14 inches for reduction to one lettersheet page.

Page Numbers on Tables: Page numbers should appear at the center of the top of each page. If it is necessary to place the table horizontally on the sheet, the page number should be in the same position as when the material is normally placed, that is, at the top of the page in the book, regardless of the position of the table on the page.

### Preparation of Illustrations for Multilithing

Planning the Illustrations: As a rule, only charts and maps are used as illustrations in multilithed reports and the number of them should be held to a minimum. Illustrations for multilith reproduction will be planned and drawn to allow for as much reduction of the chart or map as practicable. The make-up of the report may mean that some charts will be reduced less than others, for if the remainder of a page would otherwise be vacant, the illustrations may as well be full-page. When two, three, or four illustrations can well be grouped on one page, this will be done.



Preparing for Multilithing: Multilithing regular text on the same page as an illustration when the text on other pages is to be mimeographed is to be avoided, as it delays completion of the work.

When the finished charts or maps are prepared for multilithing, the legend in correct form should be attached to the lower edge of each. There are two methods of presenting legends. One of these ways should be used throughout the manuscript.

(1) If no upper legend or caption is already on the chart a double legend should be prepared. The figure number should precede the caption (in all capital letters); then, after a space, a lower legend in ordinary type interprets or reads the chart or map.

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Example:

FIGURE 7. - NUMBER OF LIVESTOCK ON FARMS, January 1, 1938-41. The upswing in total livestock numbers that started in 1938 tended to level off during 1940, and by January 1941 the number on farms was only a little larger than a year earlier.

(Use punctuation as shown above and the full word for Figure in such cases.)

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(2) If the chart already carries an upper caption, only an interpretive lower legend is attached, in ordinary type. It is preceded by the figure number.

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Example:

Figure 7 - The upswing in total livestock numbers that started in 1938 tended to level off during 1940, and by January 1941 the number on farms was only a little larger than a year earlier.

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Paging Illustrations. - Illustrations that are to be backed with text should, of course, carry appropriate page numbers; that is, they should be "paged in" with the text. The numbers of these pages should be penciled on the illustrations to be multilithed. The Photographic Laboratory will cut in these page numbers on the negatives of the multilith plates.

Illustrations intended to be run in with the text but not to be backed by it, may or may not be paged, the latter being the much preferred procedure. If an illustration is not to carry a page number the green requisition should specify between which pages of the text it should appear in the report, as "Figure 1 to be inserted between pages 4 and 5." An illustration not backed by text is always inserted between even- and odd-numbered pages, otherwise it will face a blank page.

If page numbers are assigned to illustrations, the following points should be considered:

(1) An illustration not backed by text should always carry an odd number. The back of an illustration should not be numbered but a page number must be allowed for it in order to avoid breaking the rule of pagination, which is odd numbers on right-hand pages, even numbers on left-hand pages.

(2) In mimeographed reports, if the illustrations are to appear soon after the text reference to them, page numbers are assigned when the stencils are cut. If two or more illustrations are grouped on a page, authors cannot expect all of them to come near the references. Usually they will follow the reference to the first illustration in the group.

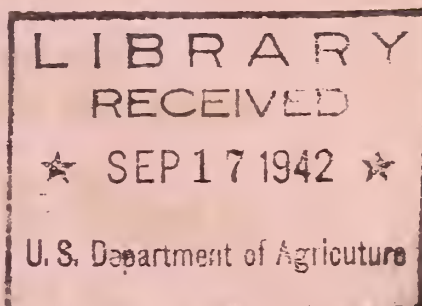


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June 1942

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U.S. Agricultural Marketing Administration

SUGGESTIONS FOR PREPARING COPY FOR MULTILITHING



General

Multilithing is a photo-lithographic process of reproduction, and material to be so handled must be exactly right. With this fact in mind, it is suggested that a draft of the manuscript be sent to the Marketing Reports Division for review before the final copy is typed for photographing.

Under no circumstances should a typewritten copy be prepared for multilithing before the type is thoroughly cleaned. A new ribbon ordinarily should give good results but if the ribbon is heavily inked the typing may be blurred, and such work will not photograph well. (Consult the Marketing Reports Division as to the ribbon that has given the best results.) A more satisfactory way is to clean the type, remove the ribbon from the typewriter, place a new sheet of carbon on top of the paper on which the material is to be typed, and a sheet of onion skin on top of the carbon sheet, and proceed in the usual way of typing. An even, firm touch should be used - not too fast, as this might cause uneven alignment. A new carbon sheet should be used (retained for other use, however) for each page. Any material that is prepared with pen and ink should be done with Higgins or similar jet black ink; ordinary writing ink will not answer the purpose.

Copy for multilithing must not have erasures. Corrections can sometimes be made on the copy by retyping on a separate piece of paper and pasting over the part that is not satisfactory.

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### Preparation of Tables

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For one-third reduction the material should not exceed 3-5/8 by 12 inches and be on paper 10-11/16 by 14 inches.

If the table cannot be typed in space 14 by 19 inches, it should be set up to occupy two pages of this size. Or if the material is not sufficient to fill more than one-half of the second sheet, then the better plan would be to arrange the material for one-third reduction, in which case the typed matter would be on a sheet of paper 10-11/16 by 14 inches. This is better, even if some consolidation or alteration is necessary, than reducing the figures to such small size as to cause eye-strain to those who use them.

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Preparing for Multilithing. - When the finished charts or maps are prepared for multilithing, the legend in correct form should be attached, preferably with rubber cement, to the lower edge of each.. There are two methods of presenting legends. One of these ways should be adopted and used consistently throughout the manuscript.

(1) If no upper legend or caption is already on the chart a double legend should be prepared. The figure number should precede the caption (in all capital letters); then, after a space, a lower legend in lower-case type (except the first word and proper names, of course) interprets or reads the chart or map.

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Example:

FIGURE 4. - SEASONAL VARIATION IN THE SALES OF MILK AND CREAM, 1939-41.  
The seasonal variation in the sales of Grade B milk is considerably less pronounced than that for Grade A milk, certified milk, or cream.  
Variations are greater in certified milk sales than in cream sales.

(Use punctuation as shown above and the full word for Figure in such cases.)

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(2) If the chart already carries an upper caption, only an interpretive lower legend is attached, in lower-case type. Such a legend also is preceded by the figure number.

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Example:

Figure 4. - The seasonal variation in the sales of Grade B milk is considerably less pronounced than that for Grade A milk, certified milk, or cream. Variations are greater in certified milk sales than in cream sales.

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Paging Illustrations. - Illustrations that are to be backed with text should, of course, carry appropriate page numbers; that is, they should be "paged in" with the text. If the illustrations are to be reduced or enlarged for reproduction, the page numbers should be penciled on them, in which case the Illustrations Section will cut in the numbers on the negatives of the multilith plates.

Illustrations intended to be run in with the text but not to be backed by it, may or may not be paged, the latter being the much preferred procedure. If an illustration is not to carry a page number the requisition should specify between which pages of the text it should appear in the report, as "Figure 1 to be inserted between pages 4 and 5." An illustration not backed by text is always inserted between even- and odd-numbered pages.

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